

# **U.S. General Service Administration**

# **FAST Reports Guide**

**Drive-thru Reports Carryout Application** 

Agencies are required to annually report motor vehicle fleet data using the Federal Automotive Statistical Tool (FAST), which is a web-based reporting tool cosponsored by GSA and the Department of Energy.

GSA Fleet Drive-thru FAST Data Center provides reports directly to the users provided email address in text file or excel format. The reports consist of vehicle inventory, acquisition, disposal, and expense and fuel consumption data. All reports are pre-formatted to meet the FAST specifications, so simply upload them to FAST, and you're done.

**August 2014** 

# **FAST Data Center Guide**

## Log into Drive-thru

To access GSA Fleet FAST Data go to the **GSA Fleet Drive-thru website** at (drivethru.fas.gsa.gov).

- 1. Click on "Reports Carryout" from the home page under the "Application Access" section.
- 2. Log in using your "Customer Number" and "Access Code".

You are now at the Reports Carryout Main Menu screen

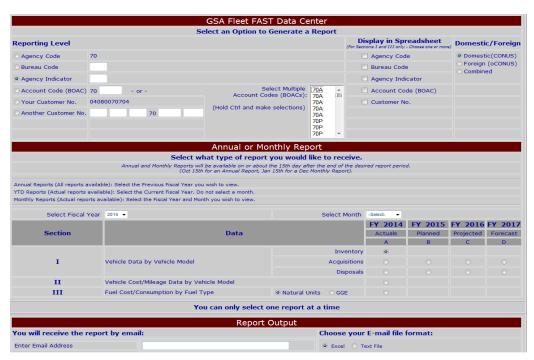


Note: First-time users click "Help" for more information

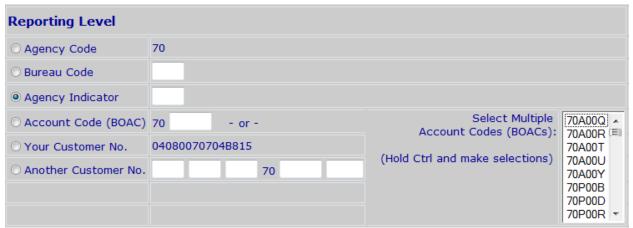
CRASH
Customer-Driven Data
Dispatch & Reservation Module
FTP Monthly Mileage Upload Tool
GSA Replacement Vehicles
Mileage Express
PM Express
Reports Carryout
Speed Pay
WEX Replacemen
Defensive Driving
VCSS - WebBill
Choose an Application to Login

Click the "GSA Fleet FAST Data Center" option from "Reports Carryout" Main Menu screen (image above) and select "Next". The system displays the screen below:

### Create a Report



#### 4. Select a "Reporting Level":



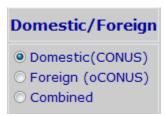
**Note:** Data only needs to be entered for: "Bureau Code", "Agency Indicator", "BOAC" or select multiple BOACs by holding the "CTRL" button or holding down your mouse and dragging the cursor and lastly by "Another Customer No".

6. You have the option to display additional fields within your spreadsheet (Check one or all field option).



**Note:** This feature only applies to Section I and III reports

7. You also have the option to select Domestic, Foreign or Combined (both) for your report output.



**Note:** This option is only stateside. Foreign defaults to FO only.

- 8. Set "Select Fiscal Year" to 2014 Select Fiscal Year 2014, but DO NOT select a month
  - Annual reporting data will be active in the FAST Data Center on and after October 15th. Prior to October 15th the data will be year to date.
  - Planned, projected and forecast reports for acquisitions and disposals are only available as part of the annual report. These reports will be available October 15th.

9. Select the report you wish to run by ticking the corresponding radio button (you can only run one report at a time).



10. Enter your e-mail address and select your file type (spreadsheet or text file).

Report Output			
You will receive the report by email:		Choose your E-mail file format:	
Enter Email Address	ROBIN.WASHINGTON@GSA.GOV	Excel	
Reset Previous Submit Help			

#### 11. Press Submit

- ➤ To pull additional annual reports for the same agency level, press the "Back" button in the FAST Report Message Screen. Then, change the radio button and press submit again. The agency level, display in spreadsheet, report time period, and your e-mail address are all saved to expedite pulling additional reports.
- Once your request is submitted you will receive a confirmation pop up:



You will also receive an email with the attached file requested (csv. or txt):

GSADRIVETHRUHELP FASTI-InvActuals-2014-for-70-MULTI-Domestic - GSA FLEET DRIVE-THRU FASTI-InvActuals-2014-for-70-MULTI-DRIVE-THRU FASTI-InvActuals-2014-for-70-MULTI-DRIVE-THRU FASTI-InvActuals-2014-for-70-MULTI-DRIVE-THRU FASTI-InvActuals-2014-for-70-MULTI-DRIVE-THRU FASTI-InvActuals-2014-for-70-MULTI-DRIVE-THRU FASTI-InvActuals-2014-for-70-MULTI-DRIVE-THRU FASTI-InvActuals-2014-for-70-MULTI-DRIVE-THRU FASTI-InvActuals-2014-for-70-MULTI-DRIVE-THRU FASTI-InvActuals-2014-for-70-MULTI-DRIVE-FASTI-InvActuals-2014-for-70-MULTI-DRIVE-FASTI-InvActuals-2014-for-70-MULTI-DRI

We hope you will find this tool useful both for FAST reporting and year round management of your GSA Fleet vehicles. Please review the following pages with "**Helpful Definitions**" and detail about fields available within each report. Should you need any assistance or have additional questions regarding the FAST Data Center, please contact us via e-mail at **gsadrivethruhelp@gsa.gov**.

HELPFUL DEFINITIONS				
Agency Code	A two digit code which identifies the agency.			
Bureau Code	A two digit code which identifies the bureau.			
Agency Indicator	GSA code, created at Agency's request, for a specific sub-agency level.			
BOAC	Billing Office Address Code - A six-character code assigned by GSA to identify the billing address for vehicles. The first two digits represent agency code. The third character designates the geographic GSA region of the billing address. The last three characters are sequence numbers to prevent duplicate BOAC's.			
Agency Code	A two digit code which identifies the agency.			
SECTION I				
Vehicle Data by Vehicle Mod	State, Zip Code, Vehicle Type, Fuel Type, Comm_Lsd_Qty, GSA_Lsd_Qty, Owned_Qty, Owned Age, Law Enforcement, Non MSA, Armored, EISA_S141_Acq, Comments			
State and Zip Code	Two letter State and Zip Code in which the vehicle(s) operated.			
Vehicle Type	Reflects the specific type (i.e., sedan/station wagon, pickup, medium duty (MD), heavy duty (HD), emergency and special purpose [E&SP], etc.) and size (subcompact, compact, large, etc.) of available vehicles.			
Fuel Type	Reflects the intended primary fuel and the fuel configuration (i.e., bifuel [BI], dedicated [DE], flex-fuel [FF], hybrid [HY] etc.).			
Comm LSD Qty	Number of vehicles commercially leased by reporting agency, not applicable to GSA Fleet reporting.			
GSA LSD Qty	Number of GSA Fleet vehicles leased by the customer.			
Owned Qty	Number of vehicles owned by reporting agency, not applicable to GSA Fleet reporting.			
Owned Age	Age of vehicles owned by reporting agency, not applicable to GSA Fleet reporting).			
Law Enforcement	Indicator denoting whether or not the vehicle meets EPACT requirements to receive a waiver for law enforcement purposes.			
Non MSA	Indicator denoting whether or not the vehicle is located outside of a Metropolitan Statistical Area and thus eligible for a waiver.			
Armored	Not applicable to GSA Fleet vehicles.			

EISA_S141_Acq	Energy Indeper EISA_S141 red emitting vehicle vehicle sectors	g whether the acquired vehicle is compliant with the indence Security Act (EISA) of 2007, Section 141's. quirements for acquisition of only low greenhouse gastes in the light-duty vehicle and medium-duty passenger. This section should have a Y/N for all vehicles inply with this mandate.		
SECTION II				
Vehicle Cost/Mileage Data by Vehicle Model		Ownership Type, Vehicle Type, Is_Law_Enf, Is_Armored, Indirect_Cost, Maintenance Cost, Depreciation, Lease_Cost, Acquisition_Cost, Miles		
All costs and mileage values are to be entered as positive, whole numbers, and represent actual costs incurred and miles traveled during FYXXXX.		All costs and mileage values are to be entered as positive, whole numbers, and represent actual costs incurred and miles traveled during FYXXXX.		
The Operating Costs and Mileage for Law Enforcement and Armored represent a subset of the total costs for the entire reporting level's fleet of vehicles.		The Operating Costs and Mileage for Law Enforcement and Armored represent a subset of the total costs for the entire reporting level's fleet of vehicles.		
GSA Fleet includes within lease costs: Monthly rates, mileage rates, surcharges, and agency incurred expenses. Regular maintenance and fuel costs are part of GSA Fleet's regular monthly and mileage rates.		GSA Fleet includes within lease costs: Monthly rates, mileage rates, surcharges, and agency incurred expenses. Regular maintenance and fuel costs are part of GSA Fleet's regular monthly and mileage rates.		
SECTION III				
Fuel Cost/Consumption by Fuel Type – Natural Units	State, Zip code, Fuel Type, Cost, CommLeased_NUConsumed, GSALeased_NUConsumed, Owned_NUConsumed			
Fuel Cost/Consumption by Fuel Type – <i>GGE</i>	State, Zip code, Fuel Type, Cost, CommLeased_GGEConsumed, GSALeased_GGEConsumed, Owned_GGEConsumed			
State	Notes the state in which the fuel was purchased.			
Fuel Type	Indicates the type of fuel consumed, including whether the vehicle was a law enforcement or emergency responder.			
Fuel Cost	Enter the total cost for the specific type of fuel for the reporting fiscal year, including the portion of GSA Lease Cost attributable to fuel of the type.			
Natural Units	GSA Fleet is reporting fuel consumption in Natural Units. Natural Units reflect the method by which the fuel is consumed (i.e., by the gallons, hundred cubic feet, and kilowatt-hours). After entering the Natural Units and pressing tab, the conversion ratio to GGE is automatically calculated for you by the FAST system.			
GGE	GSA Fleet is NOT reporting fuel consumption in GGE (Gasoline Gallon Equivalent).			